

Issue Date: February 2, 2005



PROGRAM SOLICITATION PS 05-04

for a Cooperative Agreement for an:

Opera Initiative to Military Bases

(National Initiatives)

Issued by
National Endowment for the Arts
Grants & Contracts Office, Room 618
1100 Pennsylvania Ave., NW
Washington, D.C. 20506

Proposals in response to this solicitation in original and three (3) copies will be received at the above address, or if hand carried, in Room 618, until 4:00 p.m. on **March 2, 2005**.

[The National Endowment for the Arts continues to experience lengthy delays in the delivery of First-Class and Priority mail. In addition, contents are subject to an irradiation process that may damage material. Please consider using alternative delivery services.]

For information on this solicitation, write or call:
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The National Endowment for the Arts

The National Endowment for the Arts is the largest annual funder of the arts in the United States. An independent federal agency, the National Endowment for the Arts is the official arts organization of the United States government.

The National Endowment for the Arts awards more than \$100 million annually – investing in every state – which in turn generates more than \$700 million in additional support. The Arts Endowment has played a transformative and sustaining role in the development of regional theater, opera, dance, orchestras, museums, and other arts – both contemporary and traditional – that Americans now enjoy.

Mission

The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts – both new and established – bringing the arts to all Americans, and providing leadership in arts education.

SECTION I - FUNDING OPPORTUNITY DESCRIPTION

I.A Background

The *Opera Initiative to Military Bases* is intended to bring the best of American arts and culture to a military audience. This initiative will connect opera companies across the country with military personnel and their families through performances at military installations. To serve approximately 20 bases, opera companies will receive direct grants from the National Endowment for the Arts to present free performances comprised of opera and musical theater classics. Performances will be designed for military personnel and their families, and an educational component will be available to schools to further enhance students' knowledge and appreciation of the art form.

Opera companies may be selected to visit more than one base. Priority will be given to matching opera companies and military bases in the same region, with the expectation that future partnerships and performances may develop as a result.

Education will be an important focus of this initiative. Participating opera companies will be required to provide at least one educational outreach program for youth, either on base or at a local school that serves students from military families. The Endowment intends to develop and distribute an educational booklet and CD for use in the classroom, which will be supplemented at outreach activities by each opera company's own educational materials.

The *Opera Initiative to Military Bases* will be promoted in a way that maximizes its impact. Promotional materials will be developed to aid bases in their advertisement of performances, and a kick-off event is planned for spring 2005.

I.B Scope of Work

Under the Cooperative Agreement resulting from this Program Solicitation, the successful recipient of the Cooperative Agreement (Cooperator), shall work closely with the Endowment to ensure the success of this initiative by providing assistance with its educational and promotional efforts as well as by coordinating the logistics of performances. Project activities will begin in June 2005 and continue through August 2006.

I.B.1 In carrying out this project, the Cooperator shall:

- Serve as a liaison between the Endowment and the opera companies that have been awarded grants by the National Endowment for the Arts, and work with each participating opera company to advise them in their development of public relations and educational materials and their presentation of performances and educational outreach activities related to the military base engagements.

- Ensure proper crediting for all opera company materials, consistent with guidance from the Endowment Project Director.
- Serve as the primary point of contact between the opera companies and the bases. The Cooperator will work closely with the bases to schedule performances, convey the technical requirements of the opera companies, and ensure the fulfillment of these technical requirements through the execution of an agreement between each base and the assigned opera company.
- In situations where a selected opera company does not have substantial touring experience, the Cooperator may be required to provide more extensive logistical and technical assistance to the opera company.
- Work closely with Endowment staff and representatives from the military services to resolve any issues that may arise between the opera companies and the bases, such as scheduling or logistical difficulties.
- Coordinate the design, as needed, and the production of educational and promotional materials, which will likely include an educational booklet and CD, posters, flyers, banners, and a program.
- Provide relevant educational materials on the history of opera and musical theater in America in an electronic format suitable for use on the Endowment's Web site.
- Receive expense reports from each base and reimburse each base up to \$2,000 for logistical costs incurred in hosting a performance.
- Facilitate special projects or events related to the initiative, as mutually agreed, if a need is identified.
- Conduct a weekly conference call with the Endowment to review activities and new developments related to the initiative.

SECTION II - AWARD INFORMATION

II.A The Endowment expects to make only one Cooperative Agreement award.

Total funding currently available is up to \$109,000. Subject to satisfactory performance, the availability of funds, favorable recommendation of the National Council on the Arts, determination by the Chairman, and mutual agreement of the parties, the National Endowment for the Arts may enter into subsequent Cooperative Agreements with the successful recipient of the Cooperative Agreement resulting from this Program Solicitation.

II.B The Endowment will:

- Serve as the primary point of contact with the Department of Defense, the military services, and the sponsor.
- Advise the Cooperator which opera companies have been recommended for grants, as well as at which base(s) each grantee will perform, and award and manage the grants to the opera companies.
- Provide the Cooperator with contact information for each base as well as with general guidelines for communication with the bases.
- Provide promotional materials to each base, to likely include banners, posters and flyers, a press kit, and a program.
- Provide educational materials to each base, to likely include a small booklet and educational CD.
- Develop a communications strategy and provide communications expertise and staffing for press announcements and media events.
- Identify special projects or events which would enhance the visibility of the initiative or expand its reach, and work with the Cooperator to plan and carry out such projects or events if need is determined.

SECTION III - ELIGIBILITY INFORMATION

III.A Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of state or local government; or federally-recognized tribal communities or tribes may apply.

III.B Matching is not required. However, cash or in-kind contributions are encouraged.

**SECTION IV - APPLICATION AND SUBMISSION
INFORMATION**

IV.A This solicitation provides all of the information that you need to submit a proposal.

IV.B Signed proposals in response to this solicitation, in original and three copies shall contain:

IV.B.1 A proposal describing how the applicant will carry out the project, including:

- Qualifications and experience in implementing a project of this type.
- The qualifications and responsibilities of staff or others who will be involved with the project.

IV.B.2 A detailed Budget. The attached Budget Forms should be used. Additional schedules or supporting information may be attached, as necessary. In addition, if indirect cost is proposed, include a copy of the most recent indirect cost rate agreement with your cognizant Federal audit agency.

IV.C Proposals in response to this solicitation must be received by March 2, 2005 at:

National Endowment for the Arts
Grants & Contracts Office, Room 618
1100 Pennsylvania Ave, N. W., Washington, D.C. 20506

IV.D Any proposal received after the time specified for receipt will not be considered unless: it was sent by mail and it was determined by the National Endowment for the Arts that the late receipt was due solely to mishandling by the Endowment after receipt at the Endowment; or it is the only proposal received; or it offers significant cost or technical advantage, and it is received before an award determination has been made.

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SECTION V - APPLICATION REVIEW INFORMATION

V.A Proposals received in response to this Solicitation will be evaluated and a Cooperative Agreement will be entered into with the applicant whose proposal is determined to be most advantageous to the Government. Proposals will be judged on the basis of:

V.A.1 Artistic excellence –technical/programmatic considerations, including the proposed approach to carrying out the project, the proposer’s understanding of the project requirements, strategies for addressing potential problems, and past performance for similar projects (50%)

V.A.2 Artistic merit – management capabilities in organizing and implementing national opera initiatives including festivals and touring as well as previous work involving the development of educational materials. Criteria will include ability to complete the project on time and within budget, qualifications and experience, resources and management controls, and total cost and/or the reasonableness of various cost elements. (approximately 50%).

SECTION VI - AWARD ADMINISTRATION INFORMATION

VI.A Cooperative Agreement

The instrument that will be awarded as a result of this Program Solicitation is a Cooperative Agreement, as defined by the Federal Grant and Cooperative Agreement Act of 1977, Public Law 95-224. A Cooperative Agreement is a cost reimbursement instrument. No fee or profit (or other increment above allowable cost) is allowed.

For nonprofit organizations except colleges and universities, the provisions of Office of Management and Budget Circulars A-110 ("Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations") and A-122 as amended ("Cost Principles for Nonprofit Organizations") will be incorporated by reference into the Cooperative Agreement.

For units of state and local governments and federally recognized Indian Tribal governments, the provisions of the government-wide Common Rule issued pursuant to Office of Management and Budget Circular A-102 and codified by the National Endowment for the Arts as "Part 1157-Uniform Administrative Requirements for Grants and Cooperative Agreements," Office of Management and Budget Circulars A-128 ("Audits of State and Local Governments"), and A-87 ("Cost Principles Applicable to Grants and Contracts with State and Local Governments") will be incorporated by reference into the Cooperative Agreement.

VI.B General Terms and Conditions

National Endowment for the Arts Cooperative Agreements are subject to the General Terms and Conditions for Grants and Cooperative Agreements to Organizations, located on the National Endowment for the Arts website at: <http://www.arts.gov/manageaward/CoopAgreements.html>

VI.C Assurances of Compliance

Assurance of Compliance with Non Discrimination Requirements

By submission of a proposal, the applicant hereby agrees that it will execute projects, productions, workshops and programs in accordance with the requirements of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972, where applicable. Copies of the nondiscrimination regulations identified above may be obtained by writing to the Office of Civil Rights, National Endowment for the Arts, 1100 Pennsylvania Ave, NW, Washington, D.C. 20506.

Certification Concerning Debarment and Suspension

The applicant certifies that, as required by regulations implementing Executive Order 12549, "Debarment and Suspension," neither it nor its principals: (a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; (b) has, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with a public (Federal, State, or local) transaction or contract under a public transaction; for violation of Federal or state antitrust statutes; or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in (b) of this certification; and (d) has within a three-year period preceding this proposal had any public transactions terminated for cause or default; and that it will include this clause without modification in all lower tier covered transactions (excluding contracts under \$25,000), solicitations, and proposals.

Where the applicant or any lower tier participant is unable to certify to this statement, it shall provide an explanation to the Endowment Grants & Contracts Office.

Delinquent Debt Certification

The applicant certifies that it is not delinquent on any Federal debt or, if it is, will provide explanatory information. Examples of relevant debt include delinquent taxes, audit disallowance, benefit overpayments.

Labor Standards Assurance and Drug-Free Workplace Act Certification

The successful recipient of the Cooperative Agreement will also be required to provide assurance of compliance with the labor standards set out in "Part 505 (29 CFR) - Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts," in accordance with the National Foundation on the Arts and the Humanities Act of 1965, as amended (20 U.S.C. 951 et seq.); and provide the certification required by the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.; also implemented through the Debarment and Suspension regulations).

VI.D Reporting

- VI.D.1** The National Endowment for the Arts is required to report on the geographic locations of grant and Cooperative Agreement activities. To ensure the accuracy of this information, the Cooperator shall submit a completed *Geographic Location of Project Activity* form within 30 days after award of the Cooperative Agreement, or with the first request for payment, whichever comes first. The form is located at <http://www.arts.gov/manageaward/CoopAgreements.html>

VI.D.2 No later than 90 days after the completion or termination of the Cooperative Agreement, the Cooperator shall submit to the Endowment Grants & Contracts Office, Cooperative Agreement Section, and the Endowment Project Director a Final Descriptive Report (FDR), and a Financial Status Report, Standard Form 269. Report forms are located on the National Endowment for the Arts website at: <http://www.arts.gov/manageaward/CoopAgreements.html>.

SECTION VII - AGENCY CONTACTS

For information on this solicitation, write or call:

William Hummel
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1100 Pennsylvania Ave, N. W., Washington, D.C. 20506
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SECTION VIII - OTHER INFORMATION

Rejection and Award.

The National Endowment for the Arts reserves the right to reject any or all proposals.

BUDGET FORMS

Page 1 of 2. Read the instructions that follow this form before you start.

Applicant (official IRS name),
EIN, DUNS, Authorizing Official
and Signature:

INCOME

1. Amount requested from the Arts Endowment \$ _____

2. Total match for this project Be as specific as possible. Asterisk (*) those funds that are committed or secured.
Amount

Cash (Refers to the cash donations, grants, and revenues that are expected or received for this project)

Total cash a. \$

In-kind: Donated space, supplies, volunteer services (These same items also must be listed as direct costs under "Expenses" below or in Part 2 of the Project Budget form; identify sources)

Total donations b. \$

Total match for this project (2a. + 2b.) \$

EXPENSES

1. Direct costs: Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount
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Total salaries and wages a. \$

Fringe benefits Total fringe benefits b. \$

Total salaries, wages, and fringe benefits (a. + b.) \$

Page 2 of 2. Read the instructions that follow this form before you start.

Applicant (official IRS name):

EXPENSES, CONTINUED

2. Direct costs: Travel (Include subsistence)

# of travelers	From	To	Amount
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Total travel \$

3. Direct costs: Other expenses (Include consultant and other fees, honoraria, contractual services, access accommodations, publication, telephone, photocopying, postage, supplies and materials, distribution, transportation of items other than personnel, rental of space or equipment, and other project-specific costs)

Amount

Total other expenses \$

4.	Total direct costs (1. from Project Budget, Part 1 +2.+3.)	\$
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5. Indirect costs (if applicable)

Federal Agency:	Rate (%)	x Base	= \$
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6.	Total project costs (4.+5.)	\$
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Instructions For Budget Form

INCOME

1. **AMOUNT REQUESTED FROM THE ARTS ENDOWMENT:** Indicate the amount that you are requesting from the Arts Endowment.
2. **TOTAL MATCH FOR THIS PROJECT:** Cash match refers to the cash donations (including items or services that are provided by the applicant organization), grants, and revenues that are expected or received for this project. Do not include any Arts Endowment or other federal grants (e.g., from the Department of Education, National Science Foundation, National Endowment for the Humanities) that are anticipated or received.

In-kind: Donated space, supplies, volunteer services are goods and services that are donated by individuals or organizations other than the applicant (third-party). To qualify as matching resources, these same items also must be listed in the project budget as direct costs. The dollar value of these non-cash donations should be calculated at their verifiable fair-market value. Identify sources. Reminder: Proper documentation must be maintained for all items noted as “in-kind.”

EXPENSES

DIRECT COSTS are those that are identified specifically with the project. Salaries and wages cover compensation for personnel, administrative and artistic, who are paid on a salary basis. (Funds for contractual personnel and compensation for artists who are paid on a fee basis should be included in “3. Other expenses” in Part 2 of the Project Budget form, and not here.) Indicate the title and/or type of personnel, the number of personnel, the annual or average salary range, and the percentage of time that will be devoted to the project. List key staff positions, and combine similar functions. Where appropriate, use ranges. Example:

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount
Executive Director	1	\$40,000 per yr.	10%	\$4,000
Archivists	3	\$20-25,000 per yr.	5-40%	\$15,000
Support Staff	2	\$15-20,000 per yr.	20-30%	\$9,000

Salaries and wages for performers and related or supporting personnel must be estimated at rates no less than the prevailing minimum compensation as required by the Department of Labor Regulations. (See “Legal Requirements” for details.) Salaries and wages that are incurred in connection with fund raising are not allowable project expenses; do not include them in your budget.

Fringe benefits are those costs other than wages or salary that are attributable to an employee, as in the form of pension, insurance, etc. They may be included here only if they are not included as indirect costs.

INDIRECT COSTS are overhead or administrative costs that are not readily identifiable with a specific project. (The costs of operating and maintaining facilities and equipment, depreciation or use allowances, and administrative salaries and supplies are typical examples of indirect costs.) Indirect costs are prorated or charged to a project through a rate negotiated with the Arts Endowment or another federal agency. If you do not have or intend to negotiate an indirect cost rate, leave this section blank. You may claim administrative costs or overhead as direct costs under “3. Other expenses.” If you have a negotiated rate and would like to include indirect costs, complete the information requested in this section and attach a copy of your current negotiated agreement. For additional information, see “Indirect Cost Guide for ENDOWMENT Grantees.”

TOTAL PROJECT COSTS is the total of “4. Total direct costs,” and, if applicable, “5. Indirect costs.” NOTE: “1. Amount requested from the Arts Endowment” (from Part 1 of the Project Budget form) plus “2. Total match for this project” (also from Part 1) must equal the “Total project costs.” Your project budget should not equal your organization’s entire operating budget.